CHAPTER XI.

METAL SEALS FOR STAMPING DOCUMENTS AND FOR SEALING CONFIDENTIAL PACKETS.

222. *A free supply of metal seals.*—Metal seals required by all officers of Government in the Province of Bombay shall be supplied by the Superintendent, Government Printing and Stationery, Bombay, free of charge, in accordance with the orders of Government.

Government Resolution, Finance Department, No. 3000, dated 2nd October 1888.

Government Resolution, Finance Department, No. 2811, dated 12th August 1893.

Government Resolution, Revenue Department, No. 9159, dated 18th November 1896.

Government Resolution, Revenue Department, No. 340, dated 12th January 1907.

Government Resolution, Revenue Department, No. 4602, dated 7th May 1908.

223. *Size and material sanctioned by Government.*—Metal seals of a uniform size of 1″ in diameter are sanctioned by Government. The seals shall be circular and shall be made of either brass, copper or gun-metal. Metal seals are generally made of brass as this metal is cheaper and also easier to manipulate. Seals of a smaller diameter can be supplied if absolutely necessary.

224. *Correct description required.*—The indenting officers shall supply with their requisitions the correct description of the seal required and shall also state whether the seal is intended for use with ink for stamping documents or for sealing confidential packets and locks of Treasury rooms.

225. *Method of supply.*—Metal seals are not kept in stock by the stationery office. They are made to order when asked for. Competitive quotations are called for every year by the Superintendent, Government Printing and Stationery, from various firms of manufacturers and also from Government Commercial Workshops and Institutions. Piecemeal and retail orders in a printed form are placed with the approved firms or Workshops from time to time when required and a copy of the order is sent to the indenting officer for information in reference to his requisition. The seal ordered is supplied by the manufacturers direct to the indenting officer by rail "to pay" or by parcel post, with a bill of cost for countersignature and return to the Superintendent, Government Printing and Stationery, duly receipted for payment. A specimen sketch of the new seal supplied always accompanies the advice for

the seal. The cost of seals is paid by the stationery office from the grant at its disposal and is finally accounted for in the annual accounts.

226. *Seals for use with sealing wax.*—Brass seals for sealing confidential packets are also supplied by the stationery office in a manner similar to that followed in the case of metal seals for stamping documents. These are supplied free of charge and the cost is paid for from the grant of the stationery office and finally adjusted in the annual accounts of the department.